4.8.6 Exchange (Trade-In)

This process allows the user to record for statistical (reporting) purposes the exchange of personal property to a vendor (supplier) in return for similar 'new' replacement property. There are no NPDMS Property Case Numbers assigned to these records.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter>.

The TRANSACTION MENU (ND5000MA) screen is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEM TRANSACTI ON MENU TX Sel ecti ons:	MENT SYSTEM 03/01/01 10: 48: 43 MSXXX		
1 Add 2 Change 3 Del ete 4 Recei pt 5 Sal es 6 Exchange (Trade 7 Freezes and Dis	10 Convert Co 11 Enter SRD ? In any fie -In) . Exit Trans positions	ase to Component component to Case and GSA Control No eld for Help saction Process		
Enter Selection:				

INPUT DATA

Enter Selection

input value = 6

- Prop Case No
- Item Id (optional)
- Press <Enter>.

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.6.1 Entry of Trade-In Data for Statistical Reporting

This process is used for statistical report purposes covering the Trade-in of NASA Property to a Vendor. The Case does not exist on the NPDMS Case File.

- From the TRANSACTION MENU (ND5000MA), type **6** at Enter Selection to access the EXCHANGE/SALE OF PROPERTY TRADED TO VENDOR (T19) screen.
- Press <Enter>. NPDMS displays the EXCHANGE/SALE OF PROPERTY TRADED TO VENDOR (T19) screen (ND5119MB) and places the cursor at the first input field.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01			
ND5119MB / ND5119PB EXCHNG/SALE OF PROPERTY - TRADED TO VENDOR (T19)	10: 50: 14			
TRAD	MSXXX			
NSN: **** Total Acq Cost: *********				
Item Name: ************************************				
Trade-In Amt Received: ********** Actual Prop Removal Date: ** ** ****				
VENDOR'S INFORMATION				
Rec No: 01 Disposition Qty: *****				
nec no. or bisposition qcy.				
Requestor Name:				
Company Name:				
Address: ***********************************				
Ci ty: ************** State: ** Zi p: *****				
New Prop Acceptance Date: Procurement Doc No: *********				
Next Traded To Vendor Trans (Y/N): _ Retain (Y/N): _				
Navi gati on:				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24				
HELP LOPF PREV CNCL CLEAR	EXIT			

INPUT DATA

- NSN
- Total Acq Cost
- Item Name

•	Trade-in Ami Received		
•	Actual Prop Removal Date	input format = MM/DD/YYYY	
•	Vendor's Information		
	Disposition Qty		
	Requestor Name	input value = blank only if Company Name filled	
	— Company Name	input value = blank only if Requestor Name filled	
	— Address		
	— City		
	— State		
	— Zip		
	New Prop Acceptance Date	input format = MM/DD/YYYY	
	 Procurement Doc No 		
•	Next Traded To Vendor Trans	input value = Y or N	
•	Retain	input value = Y or N	
•	Press <enter></enter> . NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered press <enter></enter> . The system continues to validate each data field until all data passes the		

Trade-In Amt Received

edit checks.

the Transaction Menu (ND5000MA).

 NPDMS generates an Item Id, T19 Transaction and unique Property Transaction ERN to the Transaction History File.

NPDMS re-displays the Exchange/Sale of Property - Traded to Vendor (T19) screen (ND5119MB), along with the message: *'Entry Reference Number Assigned Is = N10'*. If Next Traded To Vendor Trans equals N and the user presses **<Enter>**, NPDMS returns to